

CHECKLIST FOR EVALUATION OF SUBCONTRACTING PLANS

PART I.

DATE: _____

Contractor: _____

Address: _____

Solicitation No.: _____

Title/Location: _____

2. Subcontracting Plan Administrator:

Name: _____

Title: _____

Address: _____

Telephone: _____

3. Type of Solicitation: ☐ Sealed Bid ☐ Other

4. Contract period _____

5. Total contract value: \$_____

PART II

6. Goals Established:

	“Planned Subcontracting”	Dollar Amount	Percent
a.	Total planned subcontracting	\$_____	_____ % of 5.
b.	LB	\$_____	_____ % of 6a
c.	SB & NISH/NIB	\$_____	_____ % of 6a
d.	SDB	\$_____	_____ % of 6a
e.	6c. & d. includes awards to: HBCU/MI	\$_____	_____ % of 6a
f.	WOSB	\$_____	_____ % of 6a
g.	VOSB	\$_____	_____ % of 6a
h.	SDVOSB	\$_____	_____ % of 6a

Does the Plan provide:

Acceptable

7. Acceptable goals? (If not, explain in remarks section) ☐ Yes ☐ No
8. Description of products and services to be subcontracted:
- a. Other than small business ? ☐ Yes ☐ No
 - b. Small business? ☐ Yes ☐ No
 - c. Small disadvantaged business? ☐ Yes ☐ No
 - d. Women owned small business? ☐ Yes ☐ No
 - e, HBCU/MI? ☐ Yes ☐ No
 - f. Veteran Owned Small Business? ☐ Yes ☐ No
 - g. Service Disabled Veteran Owned Small business? ☐ Yes ☐ No
9. Description of method used to develop goals? ☐ Yes ☐ No
10. Description of method used to locate potential suppliers? ☐ Yes ☐ No
11. For goal development purposes:
- a. Inclusion of indirect/overhead cost? ☐ Yes ☐ No
 - b. Description of method used to allocate
indirect/overhead costs? ☐ Yes ☐ No
12. The name and duties of the subcontract program
administrator? ☐ Yes ☐ No
13. Description of contractor's efforts to assure subcontracting
opportunities to small and small disadvantaged businesses? ☐ Yes ☐ No
14. Flow down assurances, including:
- a. Appropriate subcontracting clauses will be
used in subcontracts? ☐ Yes ☐ No
 - b. Subcontractors will be required to adopt
a similar plan? ☐ Yes ☐ No

- c. Subcontractors agreement to submit required reports? ☐ Yes ☐ No
15. Assurances contractor will submit SF294 and 295 reports, other reports as required, and cooperate in studies, surveys? ☐ Yes ☐ No
16. Recitation of types of records maintained to show compliance with plan? ☐ Yes ☐ No
17. For the following types of records:
- a. Small and small disadvantaged businesses source list? ☐ Yes ☐ No
- b. Efforts to identify and award subcontracts to small and small disadvantaged firms? ☐ Yes ☐ No
- c. Organizations contacted for small and small disadvantaged sources, including:
- Contacts with small and small disadvantaged associations? ☐ Yes ☐ No
- Contacts with business development organizations? ☐ Yes ☐ No
- Attendance at small and small disadvantaged business procurement conferences and trade fairs? ☐ Yes ☐ No
- d. Records to support internal activities to guide buyers, including:
- Workshops, seminars, and training programs? ☐ Yes ☐ No
- Monitoring activities to evaluate compliance? ☐ Yes ☐ No
- e. On a contract-by-contract basis, records on all subcontract solicitations over \$100,000, indicating on each solicitation:
- Were small businesses solicited and if not, why not? ☐ Yes ☐ No
- Were small disadvantaged businesses solicited and if not, why not? ☐ Yes ☐ No
- The reason for the failure of responding small businesses to receive the subcontract award? ☐ Yes ☐ No

f. Records on a contract-by-contract basis to support award data, including name, address, and size status of each subcontractor?

☐ Yes ☐ No

18. In order to effectively implement this plan to the extent consistent with efficient contract performance, the contractor shall perform the following functions:

a. Assist small and small disadvantaged business firms to facilitate their participation?

☐ Yes ☐ No

b. Provide adequate and timely consideration of potential small and small disadvantaged firms in make-or-buy decisions?

☐ Yes ☐ No

c. Counsel and discuss subcontracting opportunities with small and small disadvantaged firms?

☐ Yes ☐ No

19. The maximum practical opportunity for small and small disadvantaged businesses participation?

☐ Yes ☐ No

PART III.

20. Evaluation of the Contractor's past performance in awarding subcontracts for similar services?

☐ Yes ☐ No

21. Is the Subcontracting Plan as submitted acceptable?

☐ Yes ☐ No

22. If the plan is unacceptable, was the contractor notified of the deficiencies in writing?

☐ Yes ☐ No

REMARKS:

Plan checked by:

Signed: _____

Date: _____